

FOREST COUNTY OFFICE ON AGING
Position Description

Position Title: Office on Aging Director

Reports to: Commission on Aging

County Status: Exempt

Regular Full Time Employee (40 Hour Work Week)

Pay Grade/Pay Structure: \$49,896.64-\$54,329.60 - annually

I. Position Summary:

Serves as the Director of the Office on Aging provides ongoing program development and administrative direction to staff. The procedures of these offices are governed by Wisconsin State Statutes Chapters 46, 49, 51, 54, 55 and the Wisconsin Elders Act, as well as other specific program policies and procedures. Performs other duties as required.

II. Primary Duties and Essential Responsibilities:

This list of duties is not to be construed as all-inclusive, and may be modified as agency programs change and as agency need requires.

Office on Aging Director Duties:

- Oversee OAA, State and DOT 85.21 programs.
- Work with staff to insure that program guidelines are followed
- Insure reports, plans and other required information are accurate and submitted in a timely manner and proper record retention
- Provide information and assistance in regard to agency programs and other resources
- Works with Fiscal Agent
- Attend meetings appropriate to the program
- Provide case management as appropriate; coordinates the Family Caregiver Program
- Maintain client files, works with bookkeeper to insure program payments are made appropriately; works with the bookkeeper to prepare the annual budget and respond to audit questions
- Work with the Commission on Aging Committee to insure program regulations are met and consumer concerns are addressed
- Seek grant funds to meet budget deficits
- Insure vehicles are maintained
- Assist with scheduling of route and medical escort transportation
- Work with Nutritionist and site staff, site coordination
- Respond to concerns and needs; work with other agencies to promote health and wellbeing of Forest County seniors.
- Other duties as assigned within the scope of responsibility and skill requirements for the job.

III. Additional Responsibilities

IV. Supervisory Responsibilities or Supervision

Directly supervises employees in the Office on Aging, and provides general oversight to the Commission on Aging. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; addressing complaints and resolving problems.

Receives direct supervision Commission on Aging and County Board of Supervisors, who will spot check work for completeness, compliance with deadlines, conformance with established policies and effective accomplishment.

V. Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to engage in conversation and is required to speak and listen. The employee is frequently required to sit and use hands. The employee is occasionally required to walk and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

VI. Minimum Qualifications

Education: A BS/BA Degree in field related to the provision of human services. Master's degree in social work preferred.

Experience: Experience in the provision of services to families, elderly and disabled populations. Familiarity with local and regional resources that serve, families, elderly and disabled populations. Experience with Long Term Support/Waiver services.

Skills, Knowledge and Abilities:

- Understanding of state & federal laws pertaining to the operation of the Office on Aging and Long Term Support.
- Familiarity with local and regional resources that serve families, elderly and disabled populations.
- Excellent communication skills.
- Experience in the provision of services to elderly and disabled populations.
- Extensive knowledge of programs providing services to the elderly.
- Comprehensive knowledge and ability in the area of administration, program planning and development and community resources.

- Ability to train and direct the activities of other department staff.
- Knowledge and understanding of fiscal matters and the ability to prepare an annual plan and budget.
- Ability to organize and effectively present written and verbal recommendations.
- Make independent decisions and follow the directions of the Commission on Aging and County Board.
- Thorough knowledge and ability to apply theories, principles and practices of providing services to the elderly and disabled population.
- Comprehensive knowledge of organizational principles, controls and techniques for dealing with procedural problems.
- Ability to relate and function in the context of a multi-disciplinary team.
- Ability to prepare and administer contracts with other agencies and coordinate services with other service providers.
- Ability to foster community relations, including use of the media to provide citizens information and public education.

Licenses and Certifications: Social work certification is preferred within two years of hire. Director shall obtain a food sanitation & safety certificate necessary for nutrition program oversight. Must possess and maintain a valid Wisconsin driver's license, and maintain minimum county insurance requirements.

Forest County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.

Approvals: Personnel Committee May 23, 2017, June 13, 2022

Department Head: _____ Date: _____